

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420

August 29, 2003

OFFICE OF RESEARCH AND DEVELOPMENT

**SOLICITATION OF APPLICATIONS FOR
HEALTH SERVICES RESEARCH AND DEVELOPMENT
CENTERS OF EXCELLENCE**

1. **Purpose.** The Veterans Health Administration (VHA) Health Services Research and Development Service (HSR&D) invites applications to establish a new HSR&D Center of Excellence (CoE). HSR&D will consider funding up to three new Centers of Excellence. Priority will be given to centers that can assist in attaining the new vision articulated for the VA research program: "Today's VA Research Leading Tomorrow's Healthcare." Attaining this vision will require building the scientific foundation needed to help our leaders make the Veterans Health Administration a learning organization,* which systematically and continuously applies important research to improve VA healthcare. Therefore, applications are encouraged to advance science in areas such as: enhancing organization, management, and leadership; integration of evidence-based practices into routine clinical and administrative operations; and/or the development, implementation, and evaluation of processes and structures designed to improve patient and provider decisions. Related thematic areas may be acceptable, but the selected theme should be well-justified in terms of its importance for building the scientific foundation needed to make VHA a learning organization as articulated here, and ability to complement but not overlap the foci of currently funded HSR&D CoEs. The application also is expected to address development of a conceptual framework for advancing science in the proposed thematic area.
2. **Background.** HSR&D CoEs conduct research in selected priority area(s) and support the integration of research and practice, linking the clinical aspects of patient care and organizational/management needs. Each CoE develops its own research agenda, is hosted by a collaborating VA Medical Center, and maintains affiliations with community institutions (such as schools of public health, medicine, theme-related university programs, and research institutes) to support its goals and objectives. As a group, CoEs serve as a national faculty for HSR&D. Each CoE uses its core funding as a base for building a strong health services research program, with particular expertise in its selected priority area(s). Brief descriptions of

* See for example Peter M. Senge et. al., The Dance of Change: the Challenges of Sustaining Momentum in Learning Organizations (New York: Currency/Doubleday, 1999) and The Fifth Discipline Fieldbook: strategies and tools for building a learning organization (New York: Currency, 1994).

the thirteen currently funded CoEs and contact information are available at www.va.gov/resdev/ps/pshsrd/fp.htm.

3. **Goals.** Each funded HSR&D CoE is expected to:

- a. Build on available expertise and capacity in a selected theme and priority area(s) to advance knowledge and become nationally recognized;
- b. Develop and maintain substantive, mutually beneficial, collaborative partnerships with supporting community institutions (such as schools of medicine and public health, theme-relevant university programs, and research institutes);
- c. Compete successfully for VA and non-VA research project funding (such as grants from NIH, AHRQ, and other federal agencies and private foundations) to leverage core support funding;
- d. Participate in the Scientific Review and Evaluation Board (SREB) activities, Letter of Intent (LOI) review, and development of focus area solicitations;
- e. Enrich VA's overall technical support capabilities and contributions in health services research by collaborating with other HSR&D CoEs and VA Central Office to enhance the HSR&D portfolio and its contributions to VHA;
- f. Provide timely and appropriate scientific and technical guidance at VA national, network, and local facility levels;
- g. Enhance local capacities to support health services research training and career development activities;
- h. Disseminate research findings;
- i. Translate, implement and demonstrate the impact of research results on the veterans health care system, providers and/or veteran patient health outcomes at the local, VISN, and national level.

4. **Eligibility.**

- a. This opportunity is open to all medical facilities with the targeted core expertise. Instructions and formats for submitting applications are attached (Attachment A).
- b. **Single Sites or Consortium.** Applicant sites may be a single VA medical facility or a consortium of collaborating VA medical facilities within a single VISN. If a consortium is planned, the lead facility should be clearly specified.
- c. **Principal Investigator.** The CoE director (principal investigator) needs to be eligible to receive VA research funds. This almost always requires a minimum 5/8ths VA appointment. Any proposed associate director also will be expected to be eligible for VA research funding. Either the proposed CoE director or associate director must be a physician.

5. **Requirements.**

- a. **Focus.** Each CoE is expected to identify a clear primary theme, incorporating one to three selected areas of special focus (with rationale for selection) as a driving force for the initial five-year funding period. Theme areas of interest to HSR&D include: enhancing organization, management, and leadership;

integration of evidence-based practices into routine clinical and administrative operations; and/or the development, implementation, and evaluation of processes and structures designed to improve patient and provider decisions. Other thematic areas may be acceptable, but the selected thematic area should be well justified in terms of its importance and how it complements the foci of existing CoEs.

- b. **CoE Leadership.** The proposed CoE director and any associate director are each expected to devote at least .5 full time employee equivalent effort (FTEE) to CoE activities. Either the proposed CoE director or associate director is expected to be a physician, with salary support contributed.
- c. **CoE Investigators.** Proposed CoEs are expected to incorporate plans for a core group of investigators who will be at least 5/8ths VA employees (eligible to be VA principal investigators). Some projected co-investigators, consultants, and support staff may be non-VA employees reimbursed through various mechanisms, such as contracts and Intergovernmental Personnel Act (IPA) agreements, but CoE plans should incorporate efforts to make most CoE personnel VA employees.
- d. **Local and VISN Support.** The VA medical center and VISN are expected to endorse the CoE application. In addition to contributing Medical Care salary support (i.e., Program 870 funds) for the physician leader, the medical facility is expected to contribute appropriate space and related facility support (including but not limited to: selected personnel, electricity, heating, air conditioning, telephones, housekeeping, fiscal and human resource services).
- e. **Health Services Research Capacity and Academic Collaborators.** Applicants are expected to have significant health services research capacity and well-established partnerships with academic collaborators who provide resident expertise in health services research methodologies.
- f. **Expected Contributions, including Planned Projects.** Applicants are expected to have clear plans for how the CoE will contribute significantly to key health services research issues in the focus area(s) selected over the initial five-year funding period, including well-developed ideas for specific research projects.

6. **Budget.**

- a. **Expected Annual Budget.** In addition to facility contributions, the CoE's core budget (recurring costs) is expected to range up to \$700,000 annually.
- b. **Potential Start-up Supplements.** Up to \$100,000 may be added to CoE core funding in year one for initial infrastructure expenses (primarily equipment).

7. **Annual Reporting Requirements.** Annual CoE reports will be reviewed administratively by HSR&D to ensure that the CoE's performance meets expectations (see section 3 "Goals"). A standardized HSR&D Annual Report Template is used to collect information on revenues and expenditures, investigator capacity and productivity, VA and non-VA funding, publications, and a summary of major activities and accomplishments.

8. **Anticipated Awards and Funding Period.** HSR&D may approve up to three new CoEs based upon scientific merit and programmatic needs. Selected CoEs are expected to be funded for five years, beginning in July 2004. Renewal for an additional similar funding period will be contingent upon competitive review and availability of funds.
9. **Evaluation Criteria.** Applications will be evaluated on the basis of the following criteria.
- a. **Administrative Review Criteria.** Applications are expected to meet the following minimum administrative review criteria to be considered for scientific merit review:
- 1) Eligibility requirements (paragraph 4 above);
 - 2) CoE director or associate director is a physician with salary to be contributed by Program 870, Medical Care funds
 - 3) CoE director (as well as any associate director) should have at least a 5/8ths VA appointment and plans to dedicate at least half time (.5 FTEE) to Center leadership;
 - 4) Application endorsed by medical center director and VISN director;
 - 5) No more than two applications from any VISN are endorsed by the VISN director.
- b. **Scientific Review Criteria.** Scientific merit reviewers will be asked to evaluate applications in terms of the following criteria:
- 1) CoE Focus: relevance and potential importance (including complementarity with foci of existing centers) to HSR&D and VHA of the proposed center's theme and focus area(s), goals and objectives--including the clarity and quality of the rationale presented;
 - 2) Plans for Addressing Issues Identified: quality, appropriateness and feasibility of the plans presented to meet the identified goals and objectives, including the quality and appropriateness of specific proposed projects;
 - 3) Capacity: documented health services research qualifications and capability of the team (the proposed center leadership, academic partners, and composition and role of the Steering Committee) to meet the identified objectives and contribute to local and national health services research capacity and training activities;
 - 4) Facilities and other resources: actual and potential VA and non-VA collaborators (including any specific recruitment plans);
 - 5) Contribution: Overall assessment of value added by core support, in terms of additional activities that otherwise would not be undertaken and their anticipated contribution to HSR&D and VHA. Special consideration will be given to quality applications that fill gaps in the HSR&D portfolio.

- c. **Site Visits.** The site(s) perceived by the scientific reviewers to have the greatest potential for success will be recommended for a combined scientific and administrative site visit to inform the final funding decision.
- d. **Funding Decisions.** Funding decisions will be made by the Director, HSR&D, based upon a site's potential for making a substantial contribution to HSR&D and VHA.

10. **Submission Guidelines.**

- a. **Notification of Intent to Apply.** No formal letter of intent is required for this solicitation. However, applications will be accepted only from facilities that provide by November 15, 2003, written notification to HSR&D of their intent to apply. Notification should come from the ACOS for Research and should specify the proposed CoE Director (Principal Investigator), medical facility (or lead medical facility if consortium), contact person with telephone number and e-mail address, and tentative CoE title. Notification should be sent via one of the following mechanisms:

- 1) by mail or courier service to:

Department of Veterans Affairs
Health Services Research and Development Service (124-I)
810 Vermont Avenue, NW
Washington, DC 20420

- 2) by facsimile: 202-254-0461
by e-mail to: philip.crewson@hq.med.va.gov.

- b. **Application Submission.** Attachment A contains instructions for the full application submission. By January 15, 2004, submit one original (single-sided) and ten copies (double-sided) by mail or courier service to:

Department of Veterans Affairs
Health Services Research and Development Service (124-I)
810 Vermont Avenue, NW
Washington, DC 20420

- c. **Administrative Checklist.** Attachment B contains the checklist used by HSR&D to verify that the application is complete. Applicants and ACOS for Research offices are advised to review the application and complete the checklist to ensure that the requested information is provided.

11. **Schedule**. The following award schedule is projected:

a. Program Announcement issued	8/29/2003
b. Notification of Intent to Apply Due	11/15/2003
c. Applications Due	1/15/2004
d. Scientific Review of Application Completed	3/19/2004
e. Selected Site Visits Conducted	4/1/2004 – 4/9/2004
f. Response to Review Recommendations	5/22/2004 – 5/23/2004
g. Final Notification Letters Mailed	6/15/2004
h. Funding	7/1/2004

12. **Inquiries**. Questions may be directed to Phil Crewson, PhD, at 202-254-0220 or philip.crewson@hq.med.va.gov.

Nelda P. Wray, MD, MPH
Chief Research and Development Officer

Attachments

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR AN HSR&D CENTER OF EXCELLENCE

1. **General.** The application should be complete and comprehensive. Applications will be considered incomplete and returned without review if they are illegible, fail to follow instructions (see administrative checklist, Attachment B), or if the material presented is insufficient to permit an adequate review. Applicants should follow the prescribed instructions and format so that all pertinent information is available and easily accessible to reviewers, to allow for equitable comparative review.
2. **Format.**
 - a. **Forms Required.** Use VA Forms 10-1313-1 through 8, “Merit Review Application,” and VA Form 10-1436, “Research and Development Information System Project Data Sheet,” if needed. These forms are available through each VA medical facility’s Office of Research and Development (or equivalent).
 - b. **Printing, Reproduction, and Assembly.** Use standard 8-1/2” by 11” white paper for pages other than forms. Type material single-spaced. Type must be easy to read (and photocopy). The minimum size for computer-generated print is 11 point (approximately 1/8 inch in height for capital letters). There may be no more than six lines of text per vertical inch and page margins must be a minimum of 1 inch at each edge. The original will serve as the master file copy; it should be single sided and contain original signatures. Copies should be duplicated back-to-back. Use a blank sheet of paper as a continuation sheet for VA forms if necessary. Use binder clips rather than rubber bands, stapling, or binding to assemble each copy; and do not insert colored paper between the copies.
 - c. **Pagination.** Each page should be identified by the proposed CoE director’s last name and page number. Type the last name of the proposed CoE director in the lower right portion of each page, followed by the sequential page number.
3. **Ordering and Content of Materials.**
 - a. **VA Form 10-1313-1** is the first page of the application. It provides brief identifying information. Items that may require clarification are discussed below.
 - 1) Items 1 and 2. Leave blank.
 - 2) Item 3. Identify review group as “CoE.”
 - 3) Item 4. Insert “March 2004” as review date.
 - 4) Item 5. Insert the number of the facility (or lead facility if a consortium).
 - 5) Item 6. Specify the location of the facility (or lead facility if a consortium).
 - 6) Item 7. Social Security number of proposed CoE director (**original only**).
 - 7) Item 8. Leave blank—not applicable.
 - 8) Item 9. Type the last name of the proposed CoE director (as Principal Investigator, PI) in capital letters, followed by the first name and initial(s). Specify the individual’s degrees and list their telephone number and e-mail address.

- 9) Item 10. The title should not exceed 72 typewritten spaces. It should assist the reader in quickly identifying the CoE theme.
 - 10) Item 11. The amount requested each year should be the same as the totals for individual fiscal years, as listed on VA Form 10-1313-4. The total is the total funding (in direct costs only) that is being requested for all years (not to exceed 5 years).
 - 11) Item 12. Check the appropriate box for CoE director VA employment.
 - 12) Item 13. Check the box for CoE director salary source.
 - 13) Item 14. Check the appropriate box for "new" project.
 - 14) Item 16. Insert the code(s) for the primary research program and the primary specialty area that apply to the proposed CoE director. The code(s) should be the same as that reported to VA's Research and Development Information System (RDIS).
 - 15) Items 17, 18, 20, and 21. Provide information for proposed CoE Director.
 - 16) Item 19. Complete fully.
 - 17) Signatures. An original, dated signature of the proposed Center director (PI) is required. This date should provide sufficient subsequent time for review by the ACOS for R&D or equivalent. An original, dated signature of the ACOS for R&D, or designee, also is required. In signing, this person certifies that the application is administratively complete and all required reviews have been conducted. ***Type in telephone number and e-mail address of ACOS or other individual to contact for any administrative issues (insert name in parentheses if not ACOS for Research).***
- b. **VA Form 10-1313-2** is the second page of the application.
- 1) Identifying Information. Check the appropriate box to indicate that you are describing a program. Provide the identifying information requested: HSR&D CoE director and (if applicable) associate director name(s); facility name and location; and program title (maximum of 72 characters and spaces). The CoE director is considered to be the PI for the program, and is the person responsible for overall direction of planned activities.
 - 2) Abstract (500 words maximum). The abstract should provide a clear, concise overview of the proposed CoE's: theme and research foci; initial strategic goals and objectives; and general approach for addressing the goals and objectives. List KEY WORDS that best describe the program's scientific discipline(s) and research foci.
- c. **Table of Contents and Application Narrative**. The Table of Contents is the third page of the application, followed by the application narrative. Use the following designated Roman numerals and headings for the Table of Contents and Narrative. Specify in the Table of Contents the page number on which each of the following required sections begins and follow the order listed in developing the narrative. Use the suggested page allocations as a guide for the narrative section (unless specified as a maximum), but in any case ***do not exceed 35 total maximum narrative pages, including organization chart, tables and lists specified below but exclusive of VA forms, appendices, and table of contents.***

I. Executive Summary. (three pages maximum) Provide a clear and concise overview of the proposed CoE's mission statement, theme, foci and rationale. Identify key health services research issues to be addressed during the initial funding period. Highlight particular strengths of the CoE's leadership and proposed infrastructure for addressing key research issues. Delineate a plan for addressing any weaknesses in the proposed CoE. Conclude by highlighting the perceived "added value" of the proposed CoE for HSR&D and VHA.

II. CoE Focus. (two-three pages) Present the proposed CoE's mission statement. Describe its key theme. Discuss one to three selected areas of special focus as a driving force for the initial five-year funding period. Discuss the reasons for selecting the theme and foci in terms of their importance and appropriateness for the overall HSR&D portfolio and the nation's veterans. Describe how you expect the CoE to contribute nationally to the areas identified and the expected resulting contribution to HSR&D and VHA, in the next five years.

III. Initial Five-Year Strategic Plan. (five pages) Outline anticipated strategic goals and objectives for the five-year funding period. Outline the operational plan envisioned for bringing together identified clinical, educational, and research resources to accomplish efficiently the specified goals and objectives. Articulate how the core support funding will provide "added value" in terms of potential contributions to local and system-wide HSR&D activities (emphasizing research, linking research with practice, and contributions to local, VISN-wide and national VA HSR&D needs). **[NOTE: Within 6 months of receipt of core support funding, center staff are expected to provide the Director, HSR&D, with more detailed strategic and operational plans for the Center's five-year funding period. Expectations are that these plans will be more detailed for the initial two fiscal years of funding, with more general plans for later years.]**

IV. Projects Planned. (three pages per project maximum; total maximum nine pages) Describe one to three specific research ideas that CoE investigators expect to pursue to address their proposed foci. For each, specify whether the proposed PI currently is a VA employee or will be recruited; include the research question or hypothesis to be addressed; theoretical/conceptual framework for the approach envisioned; design; general analytic approach; and anticipated contribution to the Center's selected focus.

V. Related Ongoing Projects. (one to two pages) If proposed CoE investigators have related funded projects, submitted applications, or HSR&D letters of intent, add at this point a list of these, specifying: the nature of the item (funded, submitted, LOI); actual or expected funding source (e.g., VA HSR&D), funding amount and funding period. Include a sentence or two about how each project listed contributes/fits into the initial five-year plan. Append project abstract (for submitted applications), letter of intent, or VA Form 10-1436 (for funded projects).

VI. HSR&D Leadership and Capacity. (twelve pages maximum, exclusive of VA forms) This section is designed to document the applicant's health services research qualifications and capability to meet the identified objectives and

contribute to local and national health services research capacity and training activities.

- (a) Summarize the proposed CoE's current (and expected) health services research capabilities and how they will contribute to meeting identified objectives and contribute to local and national health services research capacity and training activities. (one page)
- (b) Provide an organization chart depicting key staff and their relationships within the CoE and medical facility. (one page)
- (c) List CoE (proposed and/or identified) core staff and provide a one-paragraph description of their positions, related responsibilities and related research or other pertinent expertise. (two-three pages)
- (d) Present a one-page overview of staff in form of a simple table as shown below (see Table 1).
- (e) Provide a brief statement regarding the planned role(s) of the CoE Steering Committee. (half page) Append:
 - (1) A brief description of the Steering Committee's structure, membership, functions, meeting schedule (for the full committee and for subcommittees), and relationship(s) to the medical facility director, the CoE, and other faculty committees (and any established sub-committees).
 - (2) A listing of Steering Committee members (actual and anticipated), differentiating Regular (such as facility/Network, affiliations/consultants) and Ex Officio (such as CoE leadership and other key staff) members. Provide the name, position or title, institution, and telephone numbers for each person listed.

TABLE 1: CoE CORE STAFF ORGANIZATION

<u>Name/Position</u>	<u>Personnel Qualifications</u>	<u>FTE</u>
SUSAN S. SMITH, highest degree Director	Academic field x years, teaching y years, clinical z years, research (major research interests)	0.5 (contributed)
JOHN D. DOE, highest degree Deputy Director	Academic field x years, teaching y years, research (major research interests)	1.0
Research Assistant, degree (or Statistician, Laboratory Technician, Computer Programmer, Program Assistant)	x years experience	1.0

- (f) Elaborate on additional organizational/operational details. These should include:
 - (1) Describe local review procedures for research projects and reports. (half page)
 - (2) Briefly discuss career paths for non-clinician professional staff, including affiliated university practices for CoE core staff who may also be university faculty members. (half page)
 - (3) Describe and document the commitment of the medical facility (or consortium of facilities) to the CoE, and indicate how the involvement of other collaborating scientific groups (or facilities) will be managed routinely. (one to two pages)
- (g) Facilities and Other Resources. (about two pages)
 - (1) List community institutions--including academic collaborators with well-established expertise in health services research methodologies--that are expected to support the CoE's activities. In an appendix, provide the name, telephone number, and mailing address of the expected liaison person for each institution. Also append any negotiated memoranda of understanding, signed by the appropriate officials of each participating institution.
 - (2) Describe available facilities for the CoE (including plans for new or renovated space, if applicable), major items of equipment, and maintenance requirements. Provide estimates of contributed (or requested) costs.
 - (3) Describe VA institutional and other sector support committed to (or expected for) the CoE, beyond that requested through this application. Briefly discuss how this support will help accomplish the CoE's objectives (e.g., availability of large-scale databases for analyses, access to technical capabilities residing in affiliated facilities, and other Network capabilities or capacities).
- d. **Total Core Budget Request.** Use VA Forms 10-1313-3 and 10-1313-4, to summarize the requested budget. Insert one set of forms here: a total summary of resources identified with CoE core activities, for which resources are requested in this application.
- e. **Biographical Sketches and Individual Support.** Provide a biographical sketch and a list of up to ten recent or significant publications for each of the Center's key VA and non-VA collaborating staff, using VA Forms 10-1313-5 and 10-1313-6, respectively.
- f. **Appendices.** Appendices are limited as follows, and should be inserted, numbered, and labeled as specified below. ***Appendices, exclusive of VA forms, should not exceed thirty pages.***
 - (1) Appendix 1. Current and Pending VA and Non-VA Research Support. For proposed staff, list each person's current and pending total VA and non-VA

research support (if applicable), including funding period dates for all items listed, using **VA Form 10-1313-7**. (Pending requests should be included, even if there is no current support.) Add **VA Form 10-1313-8** only when needed to elaborate information as requested in Form 10-1313-7.

- (2) Appendix 2. Related Ongoing Projects. Insert project abstract (for submitted applications), HSR&D letter of intent, or VA Form 10-1436 (for funded projects).
- (3) Appendix 3. Steering Committee. Description of role, membership.
- (4) Appendix 4. Letters of Commitment. Append a formal letter of commitment for all non-VA investigators who will become active collaborators with the Center's research program. Include their academic title. List consultants and indicate for each: nature of the service to be performed; fee and amount of travel and per diem for each consultant; and the number of consultations to be provided. Append a letter from each consultant who has agreed to perform this service.
- (5) Appendix 5. Memoranda of Understanding. Append Memoranda of Understanding with collaborating institutions.
- (6) Appendix 6. Additional Information. Append any additional information (not to exceed two pages) that you believe is essential for appropriate consideration of the application.
- (7) Appendix 7. Medical Facility Endorsement. Append endorsement letter from the medical facility Director (lead facility and any other involved medical facilities).
- (8) Appendix 8. VISN Director Endorsement. Append endorsement letter from the VISN Director.
NOTE: No other letters of endorsement should be sought or included; if included, they will not be considered.
- (9) Appendix 9. Authorization to Share Materials for Review. It is expected that applications will be reviewed by VA and non-VA reviewers. Please append the following statement, signed by the applicant(s): "VA is authorized to share copies of all materials included in this application, for the purpose of review."

4. **Submission.** Submit (by mail or courier service) the original application plus ten copies of the application to:

HSR&D Center of Excellence Review
Department of Veterans Affairs
Health Services Research & Development Service (124A)
810 Vermont Avenue, NW
Washington, DC 20420

5. **Due Date.** Applications received after the due date of January 15, 2004 (and applications from facilities that fail to notify HSR&D by November 15, 2003 of their intent to apply) will not be reviewed. HSR&D will confirm receipt of intent to apply and applications via facsimile or e-mail to the proposed CoE director and ACOS for Research and Development (or designated contact listed beside ACOS signature at the end of VA form 10-1313-1, first application page).
6. **Availability During Review Process.** Scientific review is expected to occur over a two-day period during **the week of March 15, 2004**. Once the specific dates are scheduled, applicants will be informed and asked to identify a contact who can reach the proposed CoE director to get answers for reviewer questions that may arise. During the period **April 1-9, 2004**, selected site visits will be conducted for the most promising applications. The proposed key CoE staff, Associate Chief of Staff for Research, and medical facility director (or appropriate representative) are expected to be available during any site visit. Site visitors will make an effort within this period to accommodate major conflicts, but scheduling is expected to be tight and cannot be finalized until the scientific review is completed in March. Applicants are advised to make flexible plans (when the application is submitted) for a potential site visit during the period April 1-9, 2004.

HSR&D CHECKLIST FOR CoE APPLICATIONS

Proposed CoE Director: _____

Site (Facility): _____

Site VISN Number: _____

Limited to no more than two applications from one VISN. If more than two, contact VISN to select who may apply. ✓
☐

Notice of Intent to apply received in CO, HSR&D by November 15, 2003 ☐
 Application received in CO, HSR&D by January 15, 2004 ☐
 Unbound original and ten copies of application (no SSN on copies) ☐

VA Form 10-1313-1 complete (page 1) ☐
 Proposed CoE director and associate director is 5/8ths VA ☐
 VA Form 10-1313-2 complete (page 2) ☐

Table of Contents (page 3) ☐

Narrative (no more than 35 pages) ☐
 (includes org chart, table 1--but excludes contents, forms, appendices)

I. Executive summary included and maximum three pages ☐

II. CoE Focus Section (included, no more than three pages) ☐

III. Five-Year Plan (included, no more than five pages) ☐

IV. Projects Planned --up to three described ☐
 -none exceed three pages ☐
 -total descriptions maximum 9 pages ☐

V. Related Ongoing Projects List (1-2 pages) ☐

VI. HSR&D Leadership and Capacity ☐
 (12 pages maximum, exclusive of VA forms)
 a. summary of HSR capabilities (one page) ☐
 b. organization chart ☐
 c. core staff list, description ☐
 -CoE Director at least 5/8ths VA & allocating .5 FTEE ☐
 -If Associate Dir, at least 5/8ths VA & .5 FTEE ☐
 -CoE Director or Associate is physician ☐

	✓
d. staff overview (Table 1)	<input type="checkbox"/>
e. steering committee description & membership	<input type="checkbox"/>
f. organizational Details	<input type="checkbox"/>
-description of local review procedures for research projects and reports (1/2 page)	<input type="checkbox"/>
-description, non-clinician professional career paths	<input type="checkbox"/>
-commitment—medical facility & collaborators (one to two pages maximum)	<input type="checkbox"/>
g. facilities and other resources (about two pages)	<input type="checkbox"/>
-list of collaborating institutions	<input type="checkbox"/>
-description of available & contributed resources; includes medical care salary support for physician director or associate director	<input type="checkbox"/>
-description of any other support & utility to CoE	<input type="checkbox"/>
Total Core Budget Request (VA Forms 10-1313-3 and 4)	<input type="checkbox"/>
Biographical Sketches and Individual Support (VA Forms 10-1313-5 and 6 for each of the CoE's key VA and non-VA collaborating staff)	<input type="checkbox"/>
Appendices (Do not exceed thirty pages, exclusive of VA forms)	<input type="checkbox"/>
Appendix 1. (VA Forms 10-1313-7, and 8 if appropriate)	<input type="checkbox"/>
Appendix 2. Ongoing projects (Abstracts, HSR&D Lols or VA Form 10-1436)	<input type="checkbox"/>
Appendix 3. Steering Committee description, membership list	<input type="checkbox"/>
Appendix 4. Letters of Commitment from non-VA collaborators	<input type="checkbox"/>
Appendix 5. Memoranda of Understanding with Collaborating Institutions	<input type="checkbox"/>
Appendix 6. Additional Information (maximum two pages)	<input type="checkbox"/>
Appendix 7. Medical Facility Endorsement letter (signed by director or appropriate designee)	<input type="checkbox"/>
Appendix 8. VISN Director Endorsement (signed and dated)	<input type="checkbox"/>
No other letters of endorsement included (if included—remove)	<input type="checkbox"/>
Appendix 9. Statement of Authorization to Share Materials	<input type="checkbox"/>